



## Request for Host Site Applications AmeriCorps Farm to School Program

2019 – 2020 Continuation Applications

[Notice of Intent to Apply](#) Due: April 19, 2019

[Continuation Application](#) Due: May 3, 2019

Target Date for Grant Award Notification: May 17, 2019



### A Call for Continuation Partners

In anticipation of receiving AmeriCorps Farm to School Program funding in the 2019-2020 grant cycle, the Wisconsin Department of Public Instruction (DPI) is giving current host sites the opportunity to apply for continuation funding. *Eligible applicants for continuation funding are host sites who were funded in the 2018-2019 grant cycle.* Evaluation of continuation applications will be based, in part, on previous performance, reasonable plans to address any significant issues, and/or strength of existing programs and partnerships. All paperwork and communications are to be submitted directly to Kara Ignasiak, AmeriCorps (AC) Farm to School (F2S) Program Director. Contingent on funding and application acceptance by the DPI - AC F2S Program, the new member service year will begin August 15, 2019. Members cannot begin before this date and are not allowed to begin before all necessary paperwork is on file at DPI.

Continuation applications will be evaluated based on the applicant's ability to:

- Show community need for the AC F2S Program
- Provide a reasonable plan to continue and/or expand the implementation of F2S activities in their communities
- Continued capacity to provide high quality support for AC members
- Capacity to participate in AC F2S trainings and reporting requirements
- Capacity to provide **non-federal** cash and in-kind match

### Application Instructions and Requirements

In order to be considered for continuation, you must fill out and return the "[Notice of Intent to Apply](#)" by **5:00 PM, April 19, 2019**. The completed "[Continuation Application](#)" and any supporting materials must be submitted by **5:00 PM, May 3, 2019**. If you are *not* going to apply for continuation of partnership, we ask that you contact the Program Director as soon as possible. Host site match funds are not required until after the program is awarded.

### Program Outline

Through an AmeriCorps grant, we are able to offer the AC F2S Program to communities around Wisconsin. This program has worked with 16 host sites throughout the state and has served over 6,000 Wisconsin students.

With the support of their host site, AC members will serve to meet the following program performance measures:

- Teach 6,000 4K-12 grade students a series of five 30-minute nutrition lessons that cover the Wisconsin Model Academic Standards.
- Educate students' parents through take-home activities including a monthly educational newsletters.

- Administer pre- and post-surveys to determine the program impact on student nutrition knowledge and willingness to try fruits and vegetables.
- Implement a minimum of three components of F2S (as defined below) to at least two different schools.
  - 1) Local Procurement Educational Documents – Create and share at least five different educational documents on local food procurement with a school’s food service director;
  - 2) Local Food Taste Tests – Introduce local foods through taste testing activities, each lasting at least 10 minutes long;
  - 3) Menu Local Food Items – Incorporate local foods as menu items in either the National School Lunch Program (NSLP) or School Breakfast Program (SBP);
  - 4) Farmer Engagements – Engage local farmers in educational F2S activities that last a minimum of 30 minutes (e.g., classroom presentation, donation for taste testing, farm field trip); and
  - 5) School Gardens – Help build or maintain a new garden or spend at least an hour with students working or learning in the garden.
- Participate in or establish a F2S Task Force of at least five members from the community to promote program involvement and sustainability.
- Participate in or plan at least five community events to promote the host site’s F2S program and build support for it in the community.
- Train and build up a sustainable base of volunteers to support program activities.
- Participate in trainings and required program reporting and data collection.
- Participate in at least one National Service Day, as well as National Service Recognition Day.

Each partner host site will be eligible to apply for at least, two half-time AmeriCorps members with the titles Nutrition Educator (NE) and Community Outreach (CO) member. Host sites may apply for consideration of alternative member configurations. For example, host sites may request to combine each half-time position into one full-time position or to combine both positions into one half-time position. Each community is unique, however host sites should *only* apply for a different member configuration based on justified needs specific to their communities and schools. Host sites requesting a single half-time member are not exempt from completing all of the program components. We strongly encourage host sites to incorporate both roles into their program to ensure a well-rounded program with multiple components. Research has shown that programs with more than one F2S component are more beneficial than programs with just one component. Requests for modifications in member configurations will be evaluated on a case-by-case basis. If your site is awarded a full-time slot, the potential member must show that he or she possesses the skills necessary to perform both types of service duties before being accepted into the program.

## **Program Outcomes**

### Short-Term Outcomes

- Increase student knowledge of quality nutritional choices and food sources
- Increase school food service director's confidence in their abilities to incorporate local fruits and vegetables into their school menus
- Increase the community's knowledge about the benefits and components of F2S
- Increased member knowledge of their community's needs and challenges when it comes to implementing F2S programming

### Mid-Term Outcomes

- Improve students attitudes toward trying fruits and vegetables
- Increase students' parents' attitudes toward purchasing and consuming fruits and vegetables
- Increased average student consumption of fruits and vegetables
- Increased parental fruit and vegetable purchases - Increased average parental consumption of fruits and vegetables
- Increase school food service directors' attitudes toward incorporating local fruits and vegetables into their school menus
- Increase the number of local food items on school menus
- Increase the community's attitudes toward supporting F2S as a long-term initiative
- Increase in the number of community members that voluntarily support F2S programming (i.e. through funding or donations or volunteering to support the program's various components)
- Increased member participating in local coalition meetings
- Increased member lead initiatives in the community (ex. F2S community events or programs)

### Long-Term Outcomes

- Increased positive health indicators in participating communities, such as, reduction in obesity rates
- Increased long term healthy eating behaviors by students and parents such as increased fruit and vegetable intake
- Increased regular availability of local foods in schools
- Increased community and school support for F2S programming through internal funding of activities or other support
- Increased awareness of the benefits of F2S programming through school and community engagement
- Increased capacity of communities to carry out F2S activities through utilization of consistent volunteer base
- Members will become lifelong, civically engaged members of their local communities
- F2S Alumni members will gain meaningful employment in a related field

The program will continue to offer each host-site:

- 1) A half-time CO member who will serve as the main liaison between the F2S Program and the community. These members will educate food service directors about sourcing local, healthy foods for the school districts they serve. They will also be responsible for recruiting, training, and tracking volunteers whose volunteerism will enhance and increase the capacity of the AC F2S Program. They will establish or participate in a F2S “Task Force” consisting of volunteers from the community and/or school system. This task force will meet monthly to assist with developing and carrying out F2S activities. They will coordinate with the supervisor and NE to plan and/or participate in at least five special community events. Additionally, they will be responsible for creating and maintaining school gardens.
- 2) A half-time NE member who will focus on building relationships with students, teachers, and school administrators. These members will serve in a direct capacity by teaching nutrition education in schools or community classrooms with students of all ages in grades 4K-12. NE members will be trained to use the Wisconsin Nutrition Education Standards as a guide to prepare their lesson plans. They will implement the aligned curricula, *Nutritious, Delicious Wisconsin*, *Linking People, Land and Food*, and/or *Got Veggies?* which aim to teach students about healthy eating choices. The NEs will also be responsible for assisting the CO members in creating and maintaining school gardens while working with teachers to incorporate garden activities into current classroom curriculum.
- 3) A Program Director, housed at DPI, to oversee the statewide program, member training, payroll activities, and provide technical assistance, professional development opportunities for AC members, additional grant cash and in-kind matching, and other program resources as available and necessary.

Continuing Host Site Commitments to AC F2S Program:

In order to be considered for the AC F2S Program, sites must commit to the following responsibilities:

- Assist with the recruitment and hiring of members for your site.
- Identify a qualified onsite supervisor who will meet at least bi-weekly with each AC member to help track program progress and provide assistance and advice. It is crucial that that supervisor is able to dedicate enough time and attention with their member(s) to ensure success of the program. The Supervisor will also be responsible for all required reporting and participation in an annual supervisor training in order to understand the AC rules and regulations.
- Provide host site orientation, workspace, basic office supplies, business cards, and access to phone, computer and internet.
- Assist with the creation and/or facilitate participation in a F2S Task Force made up of local community members to assist with activities, planning, and develop routes of sustainability for your local F2S Program. Task force participants could include teachers, professors, local food organizations, Wisconsin Physical, Activity and Nutrition counselors, Parent Teacher Organizations and Associations, University of Wisconsin Extension agents, local government, chambers of commerce, civic organizations, interested citizens and parents, school boards and farmers.

- Contribute \$6,200 per full-time member and \$2,800 per half-time member in non-federal match funds. These funds will be used as cash match for operating costs of the program.
- Obtain evaluation forms from students, parents, teachers and staff about the program. This includes a pre and post student attitudinal surveys, parent surveys, and teacher/food service personnel surveys. Evaluations are a required part of the AC grant to measure program impact and success.

Sites that can provide the following additional support will receive higher levels of consideration:

- Show strong need for program services in the schools and community.
- Show strong community and/or school desire for impacting change in the goal areas.
- Show strong partnerships with schools, community, and local farmers.
- Show strong history of management skills for host site supervisor.
- Show dedication of organization and supervisor to childhood nutrition and local agricultural development.
- Outline other non-federal cash grant match amounts (staff time, office supplies, office space, member business cards, etc.). Please be specific where possible.

Timeline:

April 19, 2019 – [Notice of Intent to Apply](#) Due to DPI

May 3, 2019 – [Continuation Application](#) Due to DPI

May 3 through May 17, 2019 – DPI Application Review Process

May 17, 2019 – Target Date for Grant Award Notification

May through August, 2019 – Host Site Member Recruitment and Onboarding

August 15, 2019 – Program Implementation



AmeriCorps Farm to School  
Continuation Application TEMPLATE



**Applications must be received by 5:00 p.m. on May 3, 2019**

*Statute 93.49; WI. Stat*

Please use the template below to draft your answers to the application questions. When you are finished, please copy and paste your answers into the [Continuation Application](#) Google Form. No paper or email applications will be accepted unless otherwise notified.

**Application Authorizer Contact Information:**

First & Last Name:

Title:

Organization:

Address (Street address, city, state, zip code):

Phone Number:

Email:

**Host Site Agreement:**

Please check below to indicate your agreement to meet the following partner site requirements. My organization agrees to:

☐ Assist with the recruitment and hiring of members for our site.

☐ Identify a qualified onsite supervisor who will: consent to a background check per Serve WI regulations, meet at least bi-weekly with each AC member and help accomplish the goals of the local project, sign and verify AC hours in OnCorps in a timely manner, participate in annual supervisor training, report in-kind donations to the program, and attend quarterly site supervisor webinars. .

☐ Provide a host site orientation and, at a minimum, a workspace with basic office supplies, access to a phone, computer, business cards, and internet for all AC site members.

☐ Make every attempt to meet the program progress measures in the service year.

☐ Contribute non-federal cash match of \$6,200 per full-time member and \$2,800 per half-time member.

☐ Obtain evaluation forms from students, parents, teachers, and staff about the program. This includes: pre- and post-student surveys, parents surveys, and food service director surveys.

**AmeriCorps Member Request:**

Please indicate how many AC Members you would like to request for the 2019-2020 grant cycle. Requests to increase the number of member positions you have will be filled if at all possible. There is a chance that if a site is requesting an increase in members, the statewide program may not have more available slots to offer. Awards or rejection of modifications will be announced with final awards of partnership.

Select the number of AmeriCorps members you would like to host at your site:

☐ One half-time member with dual roles (nutrition educator and community outreach coordinator)

☐ One half-time nutrition educator and one half-time community outreach coordinator

☐ One full-time member with dual roles (nutrition educator and community outreach coordinator)

☐ Other:

If you selected a member arrangement different than the three options above, please explain your rationale.

If you are requesting more members than in years past, please explain your rationale.

**Application Narrative Questions:**

1. Identify your organization, your position in the organization, the school(s) that you will serve and your community partners. In your narrative, please describe your organization's continued commitment and involvement in F2S programming as described on page one and two of this application. If you are making programmatic changes please also describe those here.
2. Provide information that demonstrates the need for an AC F2S Program in your community. Please list the specific names of the schools your host site will reach and estimate the number of students that will potentially benefit from continued partnership. (If possible provide obesity rates, free and reduced lunch rates, and community demographics that show need for programming.)
3. Explain how your organization will continue to leverage or build relationships with community members, farmers, teachers, parents, school administration, and foodservice staff to carry out and promote F2S activities in your community.
4. Describe how you will support, or continue to support, the AC members serving your site. Please also describe the qualifications of your site supervisor to manage AC members. If applicable, describe any co-supervisory arrangements. Include briefly, in your description, what other resources you will make available to your members such as workspace, business cards, and other professional development opportunities.
5. Describe your plan to become a self-sustaining F2S Program using the time and talents of AC F2S members as well as the partnerships developed in your community. We understand that every host site's timeline to becoming self-sustaining differs, but we feel it is important to keep the goal of building sustainable F2S programs at the forefront of our planning.
6. Please identify any challenges and/or successes your site has had in the previous 2017-2018 service year. Discuss how you plan on addressing challenges and/or continuing to ensure the success of your program.

**Letter of Support:**

Please attach at least one letter of support from a local school food service director stating their interest in working with the program. Additional letters of support or partnership are not required, but will be accepted.

When you are ready to submit your application, please use the [Continuation Application](#) form.

**All application questions should be directed to:**

Kara Ignasiak, MS, RDN, CD, AC F2S Program Director

Wisconsin Department of Public Instruction

Email: [AmeriCorpsF2S@dpi.wi.gov](mailto:AmeriCorpsF2S@dpi.wi.gov) or [kara.ignasiak@dpi.wi.gov](mailto:kara.ignasiak@dpi.wi.gov)